

ITEM 30

Name: Lewis, Henry	Current City Employee: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Disqualification: January 17, 2012	Date Appeal Filed: January 19, 2012																								
Position Applying for: Senior Deputy Court Clerk	Position/Grade	Disqualified by: <input type="checkbox"/> Phone <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> In Person	Was the Appeal Filed in Timely Manner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																								
Reason for Disqualification: Lacks Minimum Requirements	Date of Examination: 12/08/2012 Conditional Exam: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A																										
Rule or Ordinance Under Which Disqualified: <u>Rule 8, Section 1.d.1:</u> The Human Resources Director, subject to appeal to the Commission, will refuse to examine an applicant, or after examination to certify him as eligible and will remove his name from the eligible list for any of the following reasons, in each case to be fully documented: (1) He is found to lack any of the minimum requirements established in the classification for the position and grade for which he applies																											
Minimum Qualifications		Applicant Qualifications																									
<u>Education</u>		Deficits																									
A High School Diploma or GED		none																									
<u>Experience</u>		<u>Position</u> <u>Years</u> <u>Months</u>																									
Five (5) years experience in the preparation or processing of legal or government records, including two (2) years of experience in court environment.		N/A N/A N/A																									
Comments: Mr. Lewis lacks the required experience of 5 years in the preparation or processing of legal or government records, including 2 years in court environment. The experience indicated on the application is not relevant to the minimum requirements of this position and therefore, Mr. Lewis does not qualify.		<u>Non-Qualifying Education/Experience:</u> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;"><u>Education:</u> N/A</td> <td style="width:20%;"><u>Years</u></td> <td style="width:20%;"><u>Months</u></td> </tr> <tr> <td><u>Experience:</u></td> <td></td> <td></td> </tr> <tr> <td>Position</td> <td><u>Years</u></td> <td><u>Months</u></td> </tr> <tr> <td>General Services</td> <td>0</td> <td>2</td> </tr> <tr> <td>Meat Processor</td> <td>2</td> <td>0</td> </tr> <tr> <td>Administrative Clerk</td> <td>1</td> <td>7</td> </tr> <tr> <td>Researcher</td> <td>1</td> <td>6</td> </tr> <tr> <td>Law Library Clerk</td> <td>3</td> <td>5</td> </tr> </table>		<u>Education:</u> N/A	<u>Years</u>	<u>Months</u>	<u>Experience:</u>			Position	<u>Years</u>	<u>Months</u>	General Services	0	2	Meat Processor	2	0	Administrative Clerk	1	7	Researcher	1	6	Law Library Clerk	3	5
<u>Education:</u> N/A	<u>Years</u>	<u>Months</u>																									
<u>Experience:</u>																											
Position	<u>Years</u>	<u>Months</u>																									
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Researcher	1	6																									
Law Library Clerk	3	5																									

Prepared by:
Maricruz Shark

Reviewed by:
PJ



Civil Service Commission
Appeal Form

MS

RECEIVED
HUMAN RESOURCES DEPT

To: The Honorable Civil Service Commission:

JAN 19 2012

I Henry Lewis hereby appeal being Disqualified to take the examination

TWO CIVIC CENTER PLAZA - 3RD
EL PASO, TEXAS 79901-1153

for: Examination Title: Senior Deputy Court Clerk

Date notified of disqualification: 01/17/2012

Disqualified Under Rule/Ordinance: Check all boxes that are applicable.

Reason for disqualification: Rule 8.1.d.1 x Rule 8.1.d.2 Rule 8.1.d.3 Rule 8.1.f Rule 12.9 Ordinance 8064

OTHER (write specific Rule you are appealing)

Table with 4 columns: Question, YES, NO, N/A. Rows include: C.S.C. Rule 8.1.d.1 Applicant does not meet minimum qualification, Do you meet the educational requirements..., Can you provide official proof of Education..., Do you meet the minimum required experience..., Was the education and/or experience listed in the application?

Detail your qualifying experience (use additional paper if necessary)

I received an on the job training certificate while working as a law library clerk for almost 3 to 4 years my dates are only an approximation. When I finished my training I continue filing civil suits, administrative complaints, and used the famous writ of habeas corpus until this day. I argued my owned foreclosure proceeding, I have argued my civil rights violations and my habeas corpus all in pro se proceedings. I have over 20 years of familiarity both in and out of the courtroom.

Table with 4 columns: Question, YES, NO, N/A. Rows include: C.S.C. Rule 8.1.d.2 or Ordinance 8064.51.b Conviction of Felony or Misdemeanor, Is your conviction job related to the position sought?, Will the conviction have an adverse affect on your ability to perform the duties of this position?

Please detail why your conviction will not affect your job performance. Please submit any supporting documentation regarding this issue.

C.S.C. Rule 8.1.d.3. Dismissed from Public Service
C.S.C. Rule 8.1.f Dismissed from City Employment

YES NO N/A

Are the circumstances of your dismissal related to the duties of the position being sought?

Please detail the circumstances involving your dismissal from public service. Please provide any supporting documentation regarding this issue.

C.S.C. Rule 12.9 Failed to Pass Probationary Period

This provision may be waived by the Commission if in their judgment the cause of the removal from any eligible list or resignation will not affect the employee's usefulness in some other position.

Please detail reasons for removal or resignation during this probationary period. Please submit any supporting documentation regarding this issue.

Other _____ (write specific rule you are appealing).

Please explain what you are appealing

Name: Henry Lewis

Address:

City/State/Zip I

Telephone:

Person ID #:

Stamp

Applicant Signature: Henry Lewis _____

Date:

01/21/12
RECEIVED

Please note: In accordance with the Texas Public Information Act, information from your application and/or resume may be subject to release to the public.

**CIVIL SERVICE
COMMISSION**

The electronic transmission of this appeal form via e-mail will constitute a signature: Check signifies electronic signature



CITY OF EL PASO
Established Date: Sep 2, 2006
Revision Date: Aug 30, 2010

Senior Deputy Court Clerk

Class Code:
19150 GS 51

SALARY RANGE

\$14.36 - \$22.13 Hourly
\$1,148.94 - \$1,770.24 Biweekly
\$2,489.36 - \$3,835.51 Monthly
\$29,872.37 - \$46,026.14 Annually

MINIMUM QUALIFICATIONS:

Education and Experience: A High School diploma or GED, and five (5) years experience in the preparation or processing of legal or government records, including two (2) years of experience in court environment.

Licenses and Certificates: None.

GENERAL PURPOSE:

Under direction, perform responsible clerical duties related to court operations in maintaining court calendars, docketing and processing court records.

TYPICAL DUTIES:

Maintain court calendars and perform related clerical duties. Involves: Image, Organize and prepare legal documents and administrative details of cases for court proceedings, open and update case files, maintain court calendars by adding, deleting or rescheduling arraignments, trials or special hearings. Review, verify and update court records related to completion of required community service or educational classes or payment arrangements. Set up payment schedules and issue commitments for failure to comply with sentencing requirements. Provide written and oral instructions to defendants regarding the disposition of each citation including community service, deferred adjudication and alcohol/tobacco courses. Receive, date stamp and process incoming actions such as motions, complaints, petitions, appeals, citations, warrants, expunctions, deferrals and or proof of compliance with court orders. Participate in courtroom proceedings by calling defendants to approach the bench, swearing-in juries or witnesses, opening court sessions and maintaining exhibits in correct order. Record trial arrangements and court hearings. Type charges of court for jury trials explaining to jurors the nature of the charges and guidelines for juror findings. Match warrants and commitments to initiate the arrest process for defendants not present in court.

Docket cases for trial and enter the final disposition of the case in the automated case management system. Involves: Review and verify court records to ensure full information including type of violation, arresting officer, correct numbering sequence and attorney. Prepare notations or comments pertaining to docket to include all information not on printed docket. Prepare letters of disposition in response to ORR. Notify DPS of corrections in convictions.

Answer questions and furnish accurate information concerning court matters to defendants, their attorneys, prosecutors, law enforcement personnel and other interested parties including criminal justice or chemical dependency agencies and City inspectors. Involves: Explain court procedures, pre-sentence activities, notification of remand to community service, substance abuse training or defensive driving and advise of failure to appear in person or by phone. Maintain pending file of defendants who must return to court to furnish additional documentation such as proof of insurance or vehicle registration and issue

notifications of final disposition. Notarize complaints, maintain motions and correspondence by verifying the origin and nature of the request and inform judge and prosecutor of the history and current status of the request.

Perform other duties as required. Involves: Perform duties of co-workers or subordinates to ensure continuity of operations during absences. Compile statistics and prepare periodic reports. Prepare routine correspondence.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of considerable knowledge of modern office practices and procedures, business English, spelling and legal terminology.
- Application of good knowledge of the criminal justice system, court processes and procedures.
- Application of good knowledge of computer hardware and specialized case management software pertinent to municipal court operations.
- Application of good knowledge of supervisory techniques and customer service/public relations practices and procedures.
- Read and interpret oral, written or legal information to answer questions or solve practical problems.
- Proof, record, extract, organize and summarize data from manual or automated sources; process a high volume of work with attention to detail and established deadlines; prepare and maintain detailed records in an automated environment and in compliance with deadlines.
- Establish and maintain effective working relationships with officials, judges, supervisors, law enforcement officers, attorneys, employees and the general public.
- Clear, concise oral and written communication.
- Skill in the safe operation of common office equipment including personal computers.

OTHER JOB CHARACTERISTICS:

- Subject to recall and working flexible or extended hours including weekends or holidays.

CLASSIFICATION STATUS:

(CC 09/03/06), (HR 07/04/10)

As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.

19150-1111 - Senior Deputy Court Clerk

Contact Information -- Person ID: 5092957

Name: Henry Lewis Address:
 Home Phone: Alternate Phone: (---) ---
 Email: Notification Preference: Email
 Former Last Name: Month and Day of Birth: 04/01

Personal Information

Driver's License: Yes, Class
 Can you, after employment, submit proof of your legal right to work in the United States? Yes
 What is your highest level of education? Bachelor's Degree

Preferences

Preferred Salary: \$12.00 per hour;
 Are you willing to relocate? Yes

Types of positions you will accept:
 Types of work you will accept:
 Types of shifts you will accept:

Objective

My objective is become a city employee and be the best employee that I can be.

Education

College Did you graduate: No
El Paso Community College College Major/Minor: Current Issues in Addiction Counseling
 9/2009 - 11/2009 Units Completed: 4.8 Semester
 El Paso, Texas Degree Received: Other

College Did you graduate: Yes
Trinity Valley Community College College Major/Minor: data proce
 1999 - 4/2000 Degree Received: Vocational
 Athens, Texas

College Did you graduate: Yes
Lee College College Major/Minor: data processing certificate program
 1/1997 - 6/1997 Degree Received: Vocational
 Huntsville, Texas

College Did you graduate: Yes
Lee College College Major/Minor: Associate of Applied Science
 [Unspecified Start] - 5/1997 Units Completed: 66 Semester
 Athens, Texas Degree Received: Associate's

College Did you graduate: Yes
Sam Houston State University College Major/Minor: Psy/soc
 9/1993 - 5/1996 Degree Received: Bachelor's
 Huntsville, Texas

Professional
El Paso Tech

Did you graduate: Yes
College Major/Minor: nurse aide
Degree Received: Certification

Work Experience

general services
8/2011 - 10/2011

Hours worked per week: 40
Monthly Salary: \$800.00
Name of Supervisor:
May we contact this employer? Yes

city of el paso

Duties

maintain parks and ground

Reason for Leaving

job ended

customer service
8/2001 - 4/2009

Hours worked per week: 40
Monthly Salary: \$11.00
Name of Supervisor:
May we contact this employer? Yes

West Corporation

Duties

I was customer service for AT&T we corrected customer bills,assisted with equipment replacements, assistant with their on line accounts just assistant customer with whatever they thought their problem was

Reason for Leaving

failure to meet job performance metric

Meat processor
12/1998 - 12/2000

Hours worked per week: 40
Monthly Salary: \$0.00
of Employees Supervised: 10
Name of Supervisor:
May we contact this employer? Yes

TDCJ

Duties

Supervised in the trimming, boning, cutting, and slicing slaughtered meat for packaging

Reason for Leaving

went to college

adminstrative clerk
2/1991 - 9/1992

Hours worked per week: 0
Monthly Salary: \$0.00
Name of Supervisor: c
May we contact this employer? Yes

Chaplain John Larson

0

Duties

I administrated the different religious ceremonial church services. As when as contacted the different group religious leaders. I supplied the different religious groups pamphlets and religious materials for the general popular.

Reason for Leaving

went to college

researcher
6/1989 - 12/1990

Windham School System

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor:

May we contact this employer? Yes

Duties

I researched vocational trades and formated them into simple language for the teaching and testing of windham students

Reason for Leaving

returned to el paso

law library clerk

1/1986 - 6/1989

TDCJ Law Library Clerk

2665 FM D

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor:

May we contact this employer? Yes

Duties

I was on the job training I issued law books re-shelved the books, I assisted in researching law and law points for other, I assisted in filing and answering legal pleading

Reason for Leaving

on the job training ended

Certificates and Licenses**Skills**

Office Skills

Typing: 45

Data Entry: 0

Other Skills

computer skills Skilled - 9 years and 0 months

Languages

Arabic - Read

Additional Information**References**

Professional

Professional

Professional

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
Typing Certificate - Confirmed	Typing Certificate-Henry Lewis	Other	Linda Sandoval
Court Documents (1) - Confirmed	Henry Lewis (1)	Other	Maria Carrasco
Court Documents (2) - Confirmed	Henry Lewis (2)	Other	Maria Carrasco